NIEHS COEP Resource Center
Required Material Information for Material Submission Form

1. Format: Use the following abbreviations, if applicable. Otherwise, write a brief description of the format.

A = Article	**NL** = Newsletter
BI = Bibliography	**P** = Poster
BK = Booklet	**PM** = Presentation material
BR = Brochure	**PR** = Proceedings
C = Curriculum	**R** = Report
CD = CD-ROM	**S** = Survey or questionnaire
CM = Course material, classroom material	**TM** = Training material
D = Directory	**TR** = Transcript
F = Flyer	**V** = Video
MM = Meeting material	**W** = Web site

2. Title or Description: Title or other descriptive phrase to identify the material. OK to abbreviate.

3. Author: Name of the authoring institution(s) or individual(s).

4. Year: Year of publication or creation of the material or, if the material has been modified by a COEP, year of most recent modification.

5. E-Version: **Y** or **N** to indicate if an electronic version of the material is available. If **Y**, submit the electronic version <u>and</u> the hardcopy. **Note: max file size that can be submitted on-line is 48.8 MB.** If your file is larger, please contact the Resource Center to discuss submitting the file.

6. Intended Audience: Brief description of the group(s) for whom the material was designed (e.g., 3rd grade teachers, farm workers).

7. Terms of Availability: Indicate the appropriate category from the list below, and include details when possible.

   PD = Item is in the public domain and may be freely copied.
   C = Item is copyrighted and permission is required for copying; include details if possible, e.g., who holds the copyright.
   $ = A fee is charged by a COEP for the item; include details, e.g., price, ordering information.
   T = Training required.